

February 2, 2016

## **ELECTRONIC FINGERPRINT SUBMISSION ATTENTION ALL APPLICANTS**

*-Private Investigator and Private Investigation Company License-*

Effective **February 2, 2016**, all applicants are required to utilize electronic fingerprint submission. Applicants should submit payment for fingerprint processing directly to the provider. Attach a copy of the receipt for electronic fingerprint submission to the application.

**Agency Name:** Commerce and Insurance  
**Applicant Type:** Private Investigators  
**Agency ORI #:** TN920130Z

**Option (1):** **L1 IdentGO by MorphoTrust USA**

IdentGO/MorphoTrust USA will live scan and transmit your fingerprints to the TBI and FBI. Each applicant must have an appointment with IdentGO. IdentGO will transmit the applicant's fingerprints to the TBI and FBI for processing, and the report will be received by this office. You will submit payment of **thirty eight dollars (\$38.00)** for fingerprint processing directly to IdentGO/MorphoTrust USA.

Applicants must take approved identification documents to the appointment with IdentGO. Please refer to the list of acceptable identification at:

[www.L1enrollment.com](http://www.L1enrollment.com)

**Online Scheduling:**

- [www.L1enrollment.com](http://www.L1enrollment.com)
- Click on the Tennessee map.
- You will enter your applicant information as prompted online.
- Enter required information.

**Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)**

- If you do not have access to the internet you may call 855-226-2937 (toll-free).
- Operators will collect required information and schedule your appointment.

**Option (2):** **Non Resident applicants: Tennessee Non Resident applicants are also required to utilize electronic fingerprinting.** Please follow the instructions for IdentGO/MorphoTrust USA **"Tennessee Card Scan Processing Procedures"**. One (1) fingerprint card can be submitted directly to IdentGO and will be electronically processed. Please follow the instructions for IdentGO-Tennessee Card Scan Processing Procedures **"Tennessee Non Resident Card Scan Instructions"**. You will submit payment of **thirty eight dollars (\$38.00)** for fingerprint processing directly to IdentGO. Instructions can be found at the following website:

[http://www.l1enrollment.com/state/forms\\_tn/](http://www.l1enrollment.com/state/forms_tn/)

**You must use standard FBI applicant cards (FD-258) and you must have the correct ORI number, agency and applicant information.**

*Be advised, if you are applying for a Tennessee Private Investigation Company License and a Tennessee Private Investigator License at the same time, only one (1) submission of applicant fingerprint processing is required.*